



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** LVOC Male Advocate  
Lummi Victims of Crime (LVOC)

**OPEN:** December 1, 2023

**EXEMPT:** No

**SALARY:** \$25.00/hr. per grant

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**\*\*Grant Ends: 9/30/24\*\***

**CLOSES:** December 8, 2023

**JOB CODE:**

**DIVISION:** Law & Justice

**DEPARTMENT:** LVOC

**SUPERVISOR:** Sexual Assault Coordinator

**VACANCIES:** 1

**JOB SUMMARY:** Under the direction of the LVOC Sexual Assault Coordinator the LVOC Male Advocate will provide advocacy to male victims of crime and their families, maintain confidential files and records for the program and assists in development and implementation of a community prevention/education plan.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Become familiar with all aspects of and services provided by Lummi Victims of Crime (I.E. Sexual Assault services, domestic violence services, elder abuse/vulnerable adult services, stalking and dating violence services, etc.)
2. Complete intake forms, screens clients for eligibility under program guidelines, assists clients with paperwork/forms necessary to apply for Crime Victims Compensation and other supportive services for all LVOC Male clients.
3. Assist clients to receive legal and medical services after incident has occurred.
4. Document client services, daily activities, grant evaluation criteria and statistical information.
5. Provide transportation for clients to therapy, medical, legal/court and shelter services as assigned.
6. Attend appropriate task force meetings to help plan and coordinate the prevention/education campaign.
7. Assist in the development of a cultural/traditional prevention/education program including a comprehensive community action plan.
8. Lead and/or assist in coordination and planning of community education activities that include: public presentation, coordinating presenters, securing meeting places, creation and distribution of educational materials.
9. Coordinate and facilitate groups and classes to the community to provide training and raise awareness on sexual abuse/assault, domestic violence for Male victims.
10. Maintain close working relationship with local service agencies that provide supportive resources for sexual abuse/assault and violence victims.

11. Attend training in Domestic Violence, Sexual Abuse/Assault and other types of victimization as directed.
12. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- AA degree
- BA degree in Human Services, Sociology or Social Work completed or in progress *preferred*
- Must have completed DVSAS Core Sexual Assault & Domestic Violence Advocate Training Program
- Must have volunteer advocacy counselor experience
- Internship experience relevant to trauma-informed care
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Case management skills and work experience
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Specific knowledge of domestic violence/sexual assault advocacy
- Ability to serve as a liaison between victim(s), service providers and all parties involved.
- Possess excellent oral and written communication skills.
- Ability to communicate before small or large groups or general public.
- Ability to be dependable, trustworthy, maintain confidentiality and be able to work flexible hours.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Must have completed or agrees to complete 30 hours of initial sexual abuse/assault and training, plus 12 hours of on-going sexual abuse/assault training annually that is approved by Washington Coalition Sexual Assault Program.
- Must have completed or agrees to complete 20 hours of basic domestic violence training, plus 30 hours of on-going annually domestic violence training annually that is approved by the Washington State Coalition Against Domestic Violence Program.
- Must have completed or agrees to complete the DVSAS/Women care Volunteer Trainings.
- Must be willing to travel to receive training in Domestic Violence, Sexual Abuse/Assault and other types of victimization and Domestic Violence Shelter Operations.
- Must have completed or agrees to complete Mandatory Reporting Training within 90 days of hire.
- Must have completed or agrees to complete CPR and first aid training within 90 days of hire.
- Position is grant funded that will end on **September 30, 2024**. If additional funding is received this position will need to be reviewed for grading purposes.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information

contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.